

**Alaska Court System
Class Specification**

ASSISTANT CUSTODY INVESTIGATOR

Range: 18

EEO: 02

SOC: 21-1021

Class Code: C0327

Definition:

Under general supervision, the Assistant Custody Investigator is responsible for providing a program of evaluation, negotiation, and settlement regarding child custody matters.

Distinguishing Characteristics:

The Assistant Custody Investigator is a professional position requiring the incumbent to identify and evaluate relevant factors in arriving at recommendations to the court in custody matters.

Incumbents perform their work with wide latitude in the exercise of independent judgment in determining approaches to take and results to be obtained.

The Assistant Custody Investigator is distinguished from the Custody Investigator I by the level of supervision received. The Assistant Custody Investigator works under the supervision of another technically proficient professional.

Examples of Duties:

Based on court-ordered referral, conduct custody/visitation investigations; evaluate parents, needs, and the best interest of children through interviews with parents, children, relatives, references, and other witnesses; collateral contact with other professionals and community agencies.

Prepare and submit confidential custody and visitation reports to the Superior Court.

Conduct evaluations and make recommendations in underage marriage and emancipation of minor petitions.

Hold attorney conferences to advise the involved counsel of the results of the investigation and recommendations. Attempt to resolve disputes through stipulated agreement.

Routinely testify in court as required in support of investigation and recommendations.

Maintain statistical records of cases handled; prepare and submit reports of casework as required.

Travel to outlying courts as needed.

Knowledge, Skills, Abilities:

Knowledge of: Practices and procedures for observing and assessing parents and children; the effects of divorce on adults and children; developmental needs of children; interpersonal relationships and social/family interaction; communication and interviewing techniques with adults and children; public and private community resources for families; applicable family law and criteria used by court to determine custody/visitation; current literature and general changes in theory and social attitudes which have an effect on the decisions of the courts.

Ability to: Recognize and assess physical, emotional, psychological, social, and behavioral factors that affect adults and children; appropriately evaluate relevant factors; maintain a professional and unbiased attitude toward individual variation and deviation; evaluate one's own performance, capabilities, and limitations with accuracy; understand the obligations, functions, and programs of the Custody Investigator's office and their relation to the clients, court, and community; work effectively with emotional/uncooperative clients who are under stress; work cooperatively with attorneys and community social agencies; manage one's own time; communicate ideas and write concise reports and recommendations.

Minimum Qualifications:

A Master's Degree in social work, psychology, education, child development, counseling or behavioral sciences, criminal justice, or a closely related field AND two years of professional experience in the above fields working with families.

Note: Professional experience in a court setting with families is preferred.

This position is in the partially exempt service. The incumbent serves "at-will" to the appointing authority.

02/91 – Original

09/99 – Revised

01/03 – Revised MQs

06/06 – WPA

12/10 – Revised

02/14 – Remove MQQ's